

# City of Minneapolis

## Bicycle Parking and Access Guidelines for City Worksites

### **Purpose & Background**

The City of Minneapolis strives to be a bicycle-friendly employer. Bicycling improves health, and decreases energy use, congestion, and air pollution.

The City has adopted a sustainability indicator target to “increase residents’ trips to work on bicycle to 6 percent by 2012 and 7 percent by 2014.”

The City has been recognized by the League of American Bicyclists and the Active Commuting Program as a bicycle-friendly employer, and continues to work to improve.

The City has adopted a goal to reduce carbon dioxide emissions in its sustainability indicators: 1.5 percent annual reduction from municipal operations; 17 percent citywide reduction by 2020.

The City has adopted Five-year Goals as part of the Minneapolis 2020 Vision:

- Livable Communities, Healthy Lives
  - Active lifestyles: walkable, bikeable, swimmable
- Eco-Focused
  - Clean, renewable energy sources successfully integrated
  - Use less energy, produce less waste

The City Human Resources Department has adopted its own goals toward producing high-performing, engaged and empowered employees. This includes employees taking an active role in managing their health and wellness. Employees are encouraged to take an annual health assessment, participate in activity challenges, review health topics and set goals to improve their health and be more active.

The Minneapolis Bicycle Advisory Committee has recommended that the City of Minneapolis adopt a bicycle parking policy. In the draft *Minneapolis Bicycle Advisory Committee Recommendation for the Implementation of the Bicycle Master Plan*, recommendation 3.8 states:

**“Adopt a comprehensive bicycle parking guidelines for City worksites.** Currently, there are no clear guidelines for bicycle parking and access to buildings owned or leased by the City. Such a policy should be created and implemented. It should adopt goals for the provision of bike racks, secure indoor parking, lockers, showers; uniform rules for bringing bicycles into City worksites; and the provision of bicycle parking spaces for the general public.”

The City has adopted minimum bicycle parking standards in the Zoning Code, chapter 541.180. These standards require that office uses provide at least 3 bike parking spaces, or 1 space per 15,000 square feet of gross floor area (whichever is greater), at least 50% of which should be long-term. Industrial uses are also required to install bike parking, in amounts that vary based on the intensity of the industrial use, at least 50% of which should be long-term.

### **Vision**

City of Minneapolis employees will have access to secure bicycle parking, shower and locker facilities. Members of the public visiting City of Minneapolis facilities will have access to adequate short-term bicycle parking.

### **Responsibilities**

The City of Minneapolis will seek to meet the short and long term bicycle storage goals for City worksites as outlined in Appendix A. The Director of Property Services will establish bicycle access and internal storage policies as appropriate for City-owned buildings, in conjunction with on-site management and employee supervisors. The Property Services Division will also be responsible for installing and maintaining centralized long term bicycle parking facilities to meet the needs of City worksites that do not allow internal storage, including the downtown campus, and installing and maintaining short term bike racks for City worksites. The Bicycle and Pedestrian Coordinator will provide staff and technical support to assist the Director of Property Services, as needed.

### **Capital and Operating Funding**

Dedicated and separate funding for the installation and eventual replacement of bicycle storage systems and related infrastructure will be identified and secured prior to any new installations being implemented.

Any operating costs associated with maintenance and upkeep of the bicycle storage systems shall be included in the cost allocation/recovery for the site or facility.

### **Goals**

The City of Minneapolis strives to meet the following goals:

- The City of Minneapolis will strive to meet the same sustainability mode share targets for bicycling for its own employees that have been set for the city as a whole (6 percent by 2012, 7 percent by 2014).
- The City of Minneapolis will strive to meet recommended bicycle parking, building access and shower/locker goals for City-owned and leased buildings included as Appendix A accompanying this document.

- Short-term parking will be made available at City of Minneapolis worksites frequented by City employees from other departments/divisions for regular City business or considered open to the public. At high traffic buildings, short-term parking recommendations are considered to be minimum suggestions.
- Long-term parking recommendations may be met either through allowing indoor access for bicycles, the installation of bike lockers, or bike parking located in a secured area. Bike lockers that are available to the public will not be counted as parking available exclusively for City employees.
- All new bike racks installed will meet the specifications in the Minneapolis Bicycle Facility Manual.
- Bike parking, building access, changing space/lockers and showers will be considered when the City of Minneapolis leases privately-owned space or renegotiates its lease agreements. Due consideration will be given to leasing opportunities that effectively meet the recommendations of these guidelines.
- If a cost is determined to be appropriate for employees to pay for bicycle parking or shower and locker facilities, the annual cost shall be appropriately priced only to cover the cost of providing the service. This is not intended to be revenue-generating.
- The City of Minneapolis will periodically evaluate the quantity and condition of bicycle parking, changing space/locker and shower resources located at City buildings.
- The City of Minneapolis will periodically assess employee commuting habits.

The City of Minneapolis will use the bicycle parking standards of the Association of Pedestrian and Bicycle Professionals *Bicycle Parking Guidelines, 2<sup>nd</sup> Edition* (2010) as guidance for establishing bike parking service levels. Key standards referenced by this document that would apply for City buildings include:

**Criteria for short-term and long-term bicycle parking**

Criteria	Short-term	Long-term
Parking duration	Less than two hours	More than two hours
Fixture types	Simple bike racks	Lockers, racks in secured area
Weather protection	Unsheltered	Sheltered or enclosed
Security	Unsecured, passive surveillance (eyes on the street)	Secured, active surveillance
		Unsupervised:
		"Individual-secure" such as bicycle lockers
		Supervised:
		Valet bicycle parking
Typical land uses	Commercial or retail, medical/healthcare, parks and recreation areas, community centers	Paid area of transit station
		Residential, workplace, transit

### Sample Bicycle Parking Requirements - Urbanized or High Mode Share Areas

*The following bicycle parking requirements have been scaled to reflect the increased parking requirements of communities which are densely developed, more urbanized, or which have higher levels of bicycle use*

Type of Activity	Long-term Bicycle Parking Requirement	Short-term Bicycle Parking Requirement
<b>Civic: Cultural/Recreational</b>		
Non-assembly cultural (library, government buildings, etc.)	1.5 spaces for each 10 employees. Minimum requirement is 2 spaces.	1 space for each 8,000 s.f. of floor area. Minimum requirement is 2 spaces.
Assembly (church, theaters, stadiums, parks, beaches, etc.)	1.5 spaces for each 20 employees. Minimum requirement is 2 spaces	Spaces for 5% of maximum expected daily attendance.
<b>Commercial</b>		
Office	1.5 spaces for each 10,000 s.f. of floor area. Minimum requirement is 2 spaces.	1 space for each 20,000 s.f. of floor area. Minimum requirement is 2 spaces.
<b>Commercial</b>		
Manufacturing and production	1 space for each 12,000 s.f. of floor area. Minimum requirement is 2 spaces	Number of spaces to be prescribed the the Director of City Planning. Consider minimum of 2 spaces at each public building entrance

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### Existing Conditions

Bicycling provides an important transportation alternative to driving alone. Bicycling eases roadway congestion, thereby improving air quality and respiratory disease prevalence in the City. Bicycling has also been shown to have positive health benefits for individuals and employers. Bicycling improves mood, and reduces depression and the risk of heart disease and stroke. Studies have demonstrated that active, healthy employees are more productive for employers. The City is committed to creating a worksite environment conducive to healthy behaviors.

According to the 2009 employee health assessment, approximately 65 percent of respondents reported being overweight or obese.

A 2010 employee survey conducted by the City's Wellness Committee found that approximately 13 percent of Minneapolis employees have biked to work. While a majority of survey respondents indicated that they do not currently bike to work, 30 percent reported that they could be motivated to do so. Both bikers and non-bikers expressed a desire for better bike security and the availability of amenities (showers and lockers).

In the fall of 2010, 4 focus groups were conducted with City employees to gather additional information on the perceptions of bikers and non-bikers as it relates to biking to work. The top priorities collected from each group were the need for secure bike parking, and shower and changing facilities.

Most City worksites have informal policies regarding bicycle access to indoor spaces. Indoor access is generally allowed, with the consent of a supervisor. At least two worksites actively discourage indoor bicycle access.

The City of Minneapolis has worked with large employers to increase the bike-friendliness of worksites throughout the city.

The City of Minneapolis has conducted an assessment of City worksites as part of the Statewide Health Improvement Program (SHIP). The assessment included numbers of bike parking spaces by parking type, internal building bicycle access rules, and availability of lockers and showers.

Presently, different types of City of Minneapolis employees have dramatically different access to bike parking, secure indoor storage, and shower and locker facilities. For example, locker and shower facilities are included in the building design for most public works, fire department and police department structures, and employees may use these facilities with no additional cost. In contrast, employees working in most traditional office environments have little or no access to lockers and showers, and must pay an additional fee to access the lockers and showers that are available.